

SAMPLE LETTER OF AGREEMENT FOR REVIEWER

[Date]

[Address]

Dear [Name]:

I am pleased that you have agreed to conduct an external review of our [name program] program. As we begin to plan the review process, I wanted to outline your responsibilities before, during, and after the site visit, as well as the compensation you will receive for your services.

Responsibilities:

- Review self-study narrative and other review materials prior to on-site visit (these materials will be sent at least 2 weeks before your scheduled visit)
- Participate in a 2-day on-site visit at UTC where you will meet with faculty, students, alumni, and upper level administrators
- Complete a THEC academic program review checklist (required by the state of Tennessee) on the **last day** of the on-site visit
- Complete a narrative report of your findings **within 2 weeks** of your on-site visit (use guidelines provided)

Compensation for Review:

You will receive a \$600 honorarium for your services, and we will also reimburse you for all travel costs (hotel, mileage, parking, airfare, meals, etc.) for the 2-day, 2-night visit. Some additional details to note:

- Our department can assist you with making hotel reservations in the area.
- If you do plan to fly, please be sure to get approval from our dept. if the airfare will cost over \$500.
- Please note: you will be paid your \$600 honorarium after our department has received the narrative report of your findings.
- Please save all receipts and turn them into our secretary before you leave town so we can reimburse you for your expenses.

If you have any questions about the external review process, please do not hesitate to contact me at [give contact info].

If you agree with the terms described in this letter, please fill in the following lines, then fax back to my office at [give number].

Name (please print)

Signature

Date

Thank you,

[name]